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ABSTRACT

Supporting performance objective 58 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on processing outgoing bulk mail are included in this packet. (The packet is the third in a set of eight on performing mail activities--CE 016 912-919.) The student materials include information on bulk mail regulations and costs and the postal bundle identification system. Also included is a self-test with an answer key, and a check-out activity. The instructor's manual includes 210 addresses to be typed onto envelopes which are to be used with coded labels (included as black-and-white representations in the instructor's manual or to be obtained actually from the post office) in the mail-presorting exercise of the check-out activity. Also included are an answer form and an answer key. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the eight packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155403

PROCESS OUTGOING

BULK MAIL

STUDENT'S MANUAL

Prepared by

Nancy Bostian

These materials support
Performance Objective 58 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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OE 016 914

PROCESS OUTGOING BULK MAIL

INTRODUCTION

Many companies mail catalogs or form letters to a large number of people or businesses. When this happens, the company saves postage money by using third-class bulk mail rates. To use this rate, the mailer pays a fee to the post office and follows certain regulations.

INSTRUCTIONS

Study the instruction sheets. Read the objective below. If you can perform the tasks, complete the Check-Out Activity on page 7. Prepare the answer sheet and submit the completed activity to your instructor.

or,

If you need practice, turn to the Student Self-Test I, page 6 and complete the exercise.

OBJECTIVE

Given 210 addressed envelopes pre-sort by ZIP Code, bundle, and tie the letters in groups, labeling if necessary, according to U.S. Postal Service bulk mailing regulations.

LEARNING RESOURCES

1 READ Instruction Sheet I, PROCESS OUTGOING BULK MAIL.

2 READ Instruction Sheet II, BUNDLE IDENTIFICATION SYSTEM.

3 CHECKPOINT – Complete Student Self-Test I.

4 PERFORM Check-Out Activity.

INSTRUCTION SHEET I

PROCESS OUTGOING BULK MAIL

The Postal Service processes and delivers third-class bulk mail at postage rates favorable to the mailer because the mailer is required to prepare mail so that no further processing is necessary until it reaches the office of delivery. For this reason the bulk rate is less costly. Following are the main procedures governing use of the third-class bulk rate:

A. The mailer pays a fee of $40 per calendar year to mail at the bulk third-class rate.

B. If postage is to be applied by a permit imprint, an extra fee of $20 is charged for a mailing permit. It is paid once, and the permit remains valid indefinitely providing at least one mailing is made under the permit during a 12-month period.

C. For each mailing:

1. The number of pieces must be at least 200, or the total weight of the mailings must be at least 50 pounds.

2. The pieces must be separately addressed to different persons and must carry postage paid either by meter stamp, permit imprint or pre-cancelled stamps.

3. Identifying words must be printed or rubber stamped by the mailer either on or immediately adjacent to permit imprints, meter stamps or precancelled stamps.

   a. Bulk Rate or Blk. Rt.
   b. Nonprofit Organization or Nonprofit Org.

4. The pieces must be identical in size and weight.

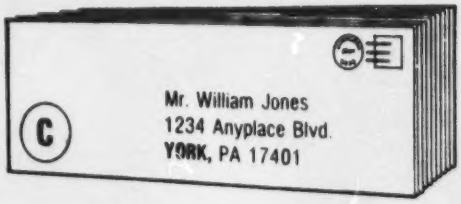
5. The address of each piece must include a ZIP Code. The pieces must be presorted and bundled or sacked according to specifications set forth at issuance of the third-class mailing permit.

INSTRUCTIONAL SHEET II

BUNDLE IDENTIFICATION SYSTEM

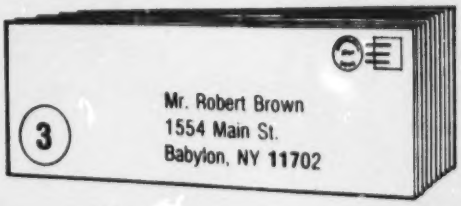
There are five labels in the new bundle identification system plus the traditional facing slip for mixed state bundles and foreign mail. These pressure sensitive labels may be ordered from customer service representatives or postmasters. Customers should give consideration to the "makeup" of their mail. The key to the color-coded labels follows:

Yellow
PS LABEL C



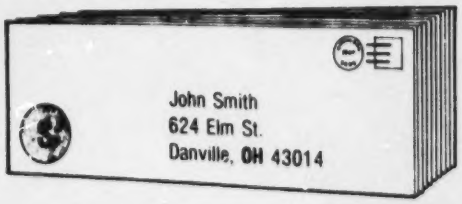
Mixed City -all for multi-coded city on face

Green
PS LABEL 3



SCF-all for first 3-digits of ZIP Code on face

Orange
PS LABEL S

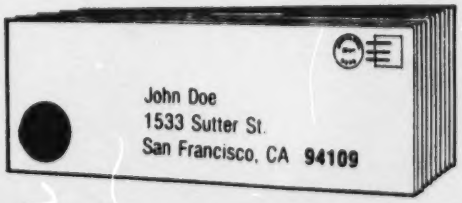


all for **State** on face

Blue
PS LABEL F

all for **Firm** on face

Red
PS LABEL D



Direct -all for 5-digit ZIP Code area or single ZIP Coded city on face

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White

Non-standard package label - mixed states, split states, foreign, **(NO CHANGE)**

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Instruction Sheet II (cont'd.)

FACING SLIP

DIS ROCHESTER NY 144
NY 130-149

FACING SLIP

DIS NEW YORK NY 100
NY 105-129

STUDENT SELF-TEST I

Using the "Bundle Identification System," determine the label color required for each of the following situations. When you have completed this assignment, check your answers with the key at the back of this module.

1. A bundle containing:
   Eight letters addressed to Greensboro, NC 27400
   Six to Charlotte, NC 28200
   Four to Durham, NC 27700
   Seven to Raleigh, NC 27600
   Three to Monroe, NC 28110
   Ten to Wilmington, NC 28401

2. A bundle containing:
   Five letters addressed to Greenville, SC 29607
   Seven to Greenville, SC 29603
   Four to Greenville, SC 29609
   Fifteen to Greenville, SC 29602

3. A bundle containing 25 letters addressed to University of South Carolina, Columbia, SC 29208

4. A bundle containing:
   Five letters addressed to Lake City, SC 29560
   Two to Green Sea, SC 29545
   Five to Bennettsville, SC 29512
   Three to Lake View, SC 29563
   Ten to Florence, SC 29501
   Four to Myrtle Beach, SC 29577

5. A bundle containing 25 letters for Hemingway, SC 29554

CHECK-OUT ACTIVITY

Obtain the addressed envelopes and color-coded labels from your instructor and process the mail for bulk mailing.

Presort the mail according to the following steps:

1. Arrange mail by ZIP Code number (numerically).
2. Tie 10 or more pieces but not more than 3 inches (75 millimeters) for the same firm into bundles.
3. Tie 10 or more pieces but not more than 3 inches (75 millimeters) of the same 5 digit ZIP Code numbers into bundles.
4. Tie 10 or more pieces but not more than 3 inches (75 millimeters) of the first 3 digit ZIP Code numbers into bundles.
5. Tie 10 or more pieces but not more than 3 inches (75 millimeters) of the same state into bundles.
6. Tie 10 or more pieces but not more than 3 inches (75 millimeters) of mixed city (all for multi-coded city on face) into bundles.
7. After completing the first six steps, tie the residue of mail of less than 10 pieces into any state into a bundle. Label mixed. (Cover top envelope address if labeled mixed or turn top envelope over.) When labels are used, tuck top of facing slip between top envelopes to keep in place.
8. After sorting the pieces, arrange the bundles in this order: Blue label, red label, orange label, yellow label, green label, and white facing sheets. Obtain an answer sheet from your instructor, record the label color and list envelope numbers (found in stamp position) under that color on the answer sheet.

ANSWERS TO BULK MAIL SELF-TEST

1. Orange – all for State on face
2. Yellow – Mixed City
3. Blue – All for firm on face
4. Green – SCF all for first three, etc.
5. Red – Direct, Single ZIP Coded city

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INSTRUCTOR'S MANUAL
PROCESSING OUTGOING BULK MAIL

Before starting this unit, have a student address 210 envelopes using the names and addresses found on pages 11-15. The student also types the number located by the address in the stamp position. These numbers are recorded on the answer sheet.

Cut the coded labels and give them and the envelopes to the student working on the Check-Out Activity. For a more realistic activity, contact your local post office and obtain color-coded labels free for your class. Duplicate the answer sheet on page 18.

The envelopes and labels may be used a number of times if the envelopes are thoroughly mixed before giving them to the next student.

NAMES AND ADDRESSES FOR ENVELOPES

1. Mrs. Cindy Thompson
1300 Huntington Road
Aspen, CO 81611

2. Miss Dana Adams
145 Westwood Road
Effingham, SC 29541

3. Mr. Robert F. Kirby
1201 King Avenue
Ada, OH 45101

4. Mrs. Mary Parrott
1514 Palomar Highway
Aspen, CO 81611

5. Ms. Lyn Anderson
163 Carolina Drive
Lake City, SC 29560

6. Mr. Dan S. Monson
134 Master Circle
Nederland, CO 80466

7. Mr. T. O. Ratcliff
708 Ridgecrest Lane
Akron, CO 80720

8. Mr. Mike Vause
204 Branford Road
Aspen, CO 81611

9. The National Carbon Co.
402 Industrial Park Rd.
New Kensington, PA 15068

10. Miss Chris Walker
161 McQueen Street
Aspen, CO 81611

11. Mr. Lewis T. Kampiziones
1307 Rainbow Drive
La Salle, CO 80645

12. Mr. Odette Hayes
Manorway Street
Baltimore, MD 21209

13. Mrs. Myrtle Robinson
207 S. Griffin St.
Aspen, CO 81611

14. Mr. Joel Lamb
909 King Street
Highway, OR 97071

15. Mrs. Helen Abrams
1217 DeJohn Drive
Denver, CO 80200

16. Mr. J. L. Anderson
2402 Lakeview Drive
Northside, MS 39206

17. Mr. J. M. Trump
Woodstong Drive
Cades, SC 29518

18. Mrs. Eva Newsom
10 Eastway Drive
Virginia Dale, CO 80548

19. Mr. Ellis S. Townsend
2511 Whitestone Drive
Action, IN 46259

20. Mr. Steve Norris
1301 Pamplico Street
Aspen, Co 81611

21. Mrs. Susan Ham
1385 Chestnut
Baltimore, MD 21235

22. Mr. Steve P. Adams
226 Ravenel Drive
Florence, SC 29501

23. Mr. R. L. Poole
238 Coit Avenue
Acampo, CA 95220

24. Mrs. Laura Appleby
159 Woods Avenue
Cheraw, SC 29520

25. Mr. Ernest B. Watford
411 Glen Drive
Paxon, VT 32401

26. Mr. Hank Ward
1351 Day Street
Aspen, CO 81611

27. Mr. Deleon Ferguson
Oakland Drive
Baltimore, Md 21222

28. Mr. Paul Lippon
2914 Roberta Circle
Vona, CO 80861

29. Mr. Howard Smith
2007 Barnwell Drive
Baltimore, MD 21227

30. The National Carbon Co.
402 Industrial Park Rd.
New Kensington, PA 15068

31. Mr. Dan Hill
Paul Jones Road
Baltimore, MD 21204

32. Mr. Jimmy Gause
Homewood Avenue
Baltimore, MD 21224

33. Mrs. Sarah M. Luhrs
800 Pinckney Avenue
Lewis, CO 81327

34. Mr. Henry Stanley
312 Dorado Drive
Baltimore, MD 21237

35. Mrs. Michelle Taylor
522 Stackley Road
Aspen, CO 81611

36. Mrs. Ann W. Maddy
235 Myrtle Drive
Airport, AK 99502

37. Mr. Michael Green
167 Carolina Avenue
Floyd Dale, SC 29542

38. Mrs. Shirley Liston
3332 Cherokee Drive
Roco, CO 81332

39. Mr. Michael McKenzie
100 Lake Drive
Baltimore, MD 21215

40. Mr. James Rogers
1312 N. Frazier St.
Aspen, CO 81611

41. Mrs. Janie Wall
1500 Madison Avenue
Aspen, CO 81611

42. Mrs. Pat S. Irwin
405 Wildwood Drive
Ada, MN 56510

43. Mr. John K. Aiken
1423 Madison Avenue
Pamplico, SC 29583

44. The National Carbon Co.
402 Industrial Park Rd.
New Kensington, PA 15068

45. Mr. Jerry Askins
907 Murdock Lane
Andrews, SC 29510

46. Mr. Tommy S. Reece
Cooper's Lane
Alford, FL 32420

47. Mr. Albert Jones
2005 Barnes Drive
Aspen, CO 81611

48. Mrs. Myrtle Mellette
422 Park Avenue
Baltimore, MD 21227

49. Mr. Phillip Barham
103 Spring Valley Drive
Breckenridge, CO 80424

50. Mrs. John Samson
110 Harmony
Creede, CO 81130

51. Mr. Tony Hinds
Circle Drive
Baltimore, MD 21216

52. Mr. Mitchell McKenzie
100 Brent Drive
Aspen, CO 81611

53. Mrs. Sarah Ard
217 Chestnut Drive
Adrian, MI 64720

54. Ms. Jessica Asher
615 Spruce Street
Crescent Beach, SC 29531

55. The National Carbon Co.
402 Industrial Park Rd.
New Kensington, PA 15068

56. Mrs. Cindy Avant
909 Waverly Avenue
Aynor, SC 29511

57. Miss Alice Alexander
505 Kemp Street
Mullins, SC 29574

58. Mr. Bobby Jackson
603 Simmons Street
Academy, NY 12208

59. Mrs. Kay Sanders
2208 Brand Street
Agana, GU 96910

60. Mr. Jerry Washington
902 Oakdale Drive
Aspen, CO 81611

61. Mrs. Ezra Gregg
Sandy Lane
Baltimore, MD 21235

62. Mr. Howard G. Calcutt
806 Partridge Drive
Dumont, CO 80436

63. Mr. Cecil M. Tanyer
113 Pamplico Highway
Colorada City, CO 81004

64. Mr. Bobby Odom
3217 Tara Drive
Baltimore, MD 21202

65. Mr. Joseph Coxwell
2103 Cambridge Drive
Baltimore, MD 21230

66. Mr. Billy Oakley
419 Chestnut Street
Aspen, CO 81611

67. Mr. Joe K. Backus
1902 Graham Street
Absarokee, MT 59001

68. Mrs. Billy G. James
924 Lewis Lane
Acme, NC 28321

69. Mr. Marcus L. Allen
2915 Glencove Drive
Marion, SC 29571

70. The National Carbon Co.
402 Industrial Park Rd.
New Kensington, PA 15068

71. The National Carbon Co.
402 Industrial Park Rd.
New Kensington, PA 15068

72. Mr. Jim R. Backus
604 Magan Drive
Bennettsville, SC 29512

73. Mr. Mark Ward
1233 W. Lucas Drive
Aspen, CO 81611

74. Mr. Walter A. Sauls
611 King David Dr.
Air Base, ID 83648

75. Mr. Chip Robbins
918 Lorraine Drive
Aspen, CO 81611

76. Mrs. Nessie Hudson
Claussen Highway
Baltimore, MD 21228

77. Mr. Adam T. Lazar
13 Sunset Drive
Loma, CO 81524

78. Mrs. Mandy Muldrow
614 Commander Lane
Baltimore, MD 21218

79. Mr. John McLean
1605 Cherokee Road
Aspen, CO 81611

80. Mr. Walter Carter
203 Pinckney Avenue
Abie, NE 68001

81. Mrs. Myrtis Melette
422 First Avenue
Aspen, CO 81611

82. Mr. Edward Sugar
N. Coit Street
Burgess, SC 29517

83. The National Carbon Co.
402 Industrial Park Rd.
New Kensington , PA 15068

84. Mr. David Phillips
1914 Sand Drive
Aspen, CO 81611

85. Mrs. Eleanor Fellows
1004 Palomar Parkway
Gerogetown, CO 80444

86. Mr. George Dawson
W. Cedar Avenue
Baltimore, MD 21219

87. Mrs. Susan Sims
1216 Waverly Avenue
Aspen, CO 81611

88. Mr. Gene L. Carmon
602 Plum Street
Airport, NV 89111

89. Mr. Steve L. Allen
1704 Partridge Drive
Hartsville, SC 29550

90. Mr. Daniel Shaw
1051 Clarendon Avenue
Aspen, CO 81611

91. Mrs. Joe Tomlinson
89 Carver Place
Carolina Mills, SC 29537

92. The National Carbon Co.
402 Industrial Park Rd.
New Kensington, PA 15068

93. Mr. Michael Stewart
715 King Avenue
Aspen, CO 81611

94. Mr. Carl Hunsucker
414 Kemp Drive
Baltimore, MD 21210

95. Mr. Mark F. Alston
1113 North Irby Street
Kingstree, SC 29556

96. Mr. John Poole
1215 Melrose Avenue
Aspen, CO 81611

97. The National Carbon Co.
402 Industrial Park Rd.
New Kensington, PA 15068

98. Mr. John Morris
1312 Akron Street
Baltimore, MD 21209

99. Mrs. Terry Snipes
1021 Chase Street
Aspen, CO 81611

100. Mr. Jean Amerson
1621 E. Anita Circle
Darlington, SC 29532

101. Mr. Bobby Adams
3217 Smith Drive
Aspen, CO 81611

102. Mrs. Ruth Falcone
Ebenezer Road
Baltimore, MD 21228

103. Mr. Paul H. Derr
901 King Avenue
Alstead, NH 03601

104. Mrs. Stephen Ustes
806 Janice Lane
College, CO 80631

105. Mr. David Hyman
Bair Street
Baltimore, MD 21222

106. The National Carbon Co.
402 Industrial Park Rd.
New Kensington, PA 15068

107. Mrs. Violet Pigatt
405 S. Church Street
Aspen, Co 81611

108. Mr. Preston G. Tobin
1101 Carver
Ackley, IA 50610

109. Mr. Parron Smith
1807 Laurel Circle
Adair, IL 61411

110. Miss Kitty Neal
814 Chestnut Street
Aspen, CO 81611

111. Mr. Andrews Hudson
1500 Campbell Street
Baltimore, MD 21237

112. Mrs. Rebecca Kirby
Cusaac Crossroad
Rufe, OK 74755

113. Mr. Casey S. Masters
55 Spring Avenue
Kirk, CO 81617

114. Mr. James Robeson
1213 Frazier Street
Baltimore, MD 21228

115. Mr. Tony Tanner
640 Second Avenue
Aspen, CO 81611

116. The National Carbon Co.
402 Industrial Park Rd.
New Kensington, PA 15068

117. Mrs. Mandy Montrose
614 Jones Lane
Aspen, Co 81611

118. Mr. Albert Baddy
522 Prince Lane
Baltimore, MD 21237

119. Mr. Lorien Dennis
117 Cardinal Circle
Absecon, NJ 08201

120. Mr. William L. Flowers
706 Edisto Drive
Belford, NM 87510

121. Mr. Mack Irick
Queens Road
Baltimore, MD 21208

122. Mr. Gene Morton
1211 King Avenue
Aspen, CO 81611

123. Mrs. Cora S. Ford
709 N. Pawley
Austin, KY 42123

124. Mr. Albert Gray
1210 Orange Circle
Manzanola, CO 81058

125. Mr. R. M. Mason
Boxwood Avenue
Seibert, CO 80834

126. Mrs. Donna Anderson
109 Royal Street
Myrtle Beach, SC 29577

127. Mrs. Myra Thomas
156 Lee Drive
Centenary, SC 29519

128. The National Carbon Co.
402 Industrial Park Rd.
New Kensington, PA 15068

129. Mr. Albert Smith
2005 Barnwell Drive
Baltimore, MD 21201

130. Mrs. Lewis Franceski
120 Aiken Drive
Baltimore, MD 21216

131. The National Carbon Co.
402 Industrial Park Rd.
New Kensington, PA 15068

132. Mr. Alan Parks
602 King Street
Aspen, CO 81611

133. Mr. Tommy Lancaster
1624 Third Loop Road
Midfield, AL 35228

134. Mr. David D. Vaught
105 Carolina Acres
Cuchara, CO 81055

135. Ms. Jane Anthony
605 W. Pine Street
Johnsonville, SC 29555

136. Mr. Terry Thomas
507 Lawson Street
Aspen, CO 81611

137. Mr. Frank James
Kemp Drive
Baltimore, MD 21202

138. Mrs.Rose S. McCall
122 Vance Circle
Lawson, CO 81609

139. Mr. Alfred Madison
705 Sunburn Circle
Elfrida, AZ 85610

140. The National Carbon Co.
402 Industrial Park Rd.
New Kensington, PA 15068

141. Mrs. Denise Phillips
1915 Sandhurst Lane
Baltimore, MD 21220

142. Mr. Ned Timmons
1515 N. Irby Street
Aspen, CO 81611

143. Mrs. Teri Temple
Madison Drive
Clio, SC 29525

144. Mrs. Gina Townsend
1544 Whitestone Drive
Aspen, CO 81611

145. Ms. Regina Stone
S. Buris Drive
Bucksport, SC 29527

146. Mrs. Debra Gupple
S. Oakdale Drive
Baltimore, MD 21208

147. Mr. Richard Revell
416 Rico Drive
Aspen, CO 81611

148. Mr. Franklin H. Hale
27 Pitty Pat Drive
Romeo, CO 81148

149. Mrs. Lillie C. Ward
Marion Highway
Nobles,TX 69155

150. The National Carbon Co.
402 Industrial Park Rd.
New Kensington, PA 15068

151. Mr. Alan Parker
3600 E. King Dr.
Baltimore, MD 21214

152. Miss Rose Brown
525 Woodland Drive
Cherry Grove Beach, SC 29524

153. Mr. Chris Randall
612 Westwood Drive
Aspen, CO 81611

154. Mrs. Jerry Gaskins
King George Drive
Baltimore, MD 21208

155. Mr. W. C. Thorton
Dexter Drive
Dunes, SC 29577

156. Mr. Stephen Vernon
120 Canterbury St.
Dayton, CO 80010

157. Mr. David H. Gibbs
1513 Dargan Street
Darnell, LA 71231

158. The National Carbon Co.
402 Industrial Park Rd.
New Kensington, PA 15068

159. Mr. William H. Polk
111 E. Elm
Abbott, AR 72920

160. Mr. Oswald M. McRea
410 Charlotte Avenue
Loma, CO 81613

161. Mr. Sammie Tarlton
Picadilly Drive
Conway, SC 29526

162. Mrs. Audrey Jefford
Pocket Road
Baltimore, MD 21208

163. Mr. George Redson
85 Stratford Drive
Aspen, CO 81611

164. Mr. John Poole
1215 Melrose Avenue
Baltimore, MD 21207

165. Ms. Sandy Ard
525 Woodland Drive
Coward, SC 29530

166. Mr. R. B. Jackson
1809 S. Irby Street
South Park City, CO 80440

167. Mr. Kenneth Jones
516 Carver Street
Baltimore, MD 21201

168. Mrs. Mary Tomlinson
1822 Whitney Lane
Aspen, CO 81611

169. Mrs. Bonnie Walton
21 Gillard Street
Delta, CO 81416

170. Mrs. Janie Owens
642 Samson Drive
Baltimore, MD 21211

171. Mr. Murray Watts
142 Madison Lane
Dillon, CO 80435

172. The National Carbon Co.
402 Industrial Park Rd.
New Kensington, PA 15068

173. Mrs. Allen B. Ledford
1908 S. Anita Circle
Springfield, CO 81073

174. Mr. Howard Hart
Graham Drive
Baltimore, MD 21218

175. Mr. John Stanley
312 Dobson Drive
Aspen, CO 81611

176. Mr. Ted McNeil
Maynard Avenue
Fork, SC 29543

177. Mrs. Beverly Wright
1226 Chestnut Drive
Stanton, VA 89111

178. Mr. Gene Queen
2000 Belle Vue Drive
Aspen, CO 81611

179. Mrs. Patricia Kelly
E. Day Street
Baltimore, MD 21220

180. Mr. David Tallon
Wafers Avenue
Dillon, SC 29536

181. Mr. Russell Ginn
421 Timrod Drive
Acton, ME 04406

182. Mr. Carl Brown
S. Sunset Drive
Garden City, SC 29576

183. Mrs. Mary Pinson
15 Parkway Drive
Baltimore, MD 21204

184. Mr. Milton S. Wood
411 Cedar Circle
Agana, GU 96910

185. Miss Eva Tindal
605 Miriam Avenue
Aspen, CO 81611

186. Mr. Willis M. Matthews
145 Pine Drive
Limon, CO 81629

187. Mrs. Tammy Hamm
2109 Royal Street
Crapo, MD 21626

188. Mr. Leroy King
S. Gaillard Drive
Baltimore, MD 21209

189. Mr. Edward M. Winston
10 T. V. Road
Eaton, CO 80615

190. Mr. Eddie C. Hamlin
1607 River Loop Road
Accord, MA 02018

191. Mr. James Norton
10 West Lane
Vernon, CO 81659

192. Mr. George Redden
856 S. Stratten Drive
Baltimore, MD 21209

193. Mr. A. G. Yates
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Mercury, UT 89002

194. Mrs. Richard Orkin
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Wray, CO 80758

195. Mrs. David Harrell
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Baltimore, MD 21230

196. Mr. Ben Quarles
527 Cheraw Drive
Ada, MN 56510

197. Mr. Tommy Langston
1931 Shadeland Drive
Tyron, CO 81621

198. Mr. Raymond Knight
Rose Avenue
Baltimore, MD 21231

199. Mrs. Clara M. Wren
117 Jackson Avenue
Eibert, CO 80106

200. Mr. Fred D. Sloop
411 Franklin Avenue
Springfield, CO 81073

201. Mrs. Lacy G. Quick
1918 Suburbia
Chaplin, CT 06235

202. Mr. John M. Taylor
2217 DeBone Street
Denver, CO 80200

203. Mr. Leon Walker
909 Layton Drive
Abilene, KS 67410

204. Mr. J. C. Parks
18 Concord Circle
Yampa, CO 80483

205. Mr. Alton Lyle
420 King Street
Mack, CO 81525

206. Mr. Walter Isaac
114 Wingate Avenue
Acme, MI 59610

207. Mr. John Redden
121 Tremont Road
Bear, DE 19701

208. Mr. Richard Scarborough
140 Fairfield Circle
Firestone, CO 80520

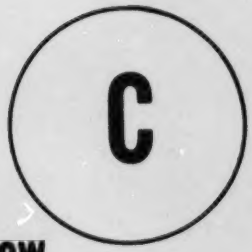
209. Mr. S. M. Quarls
1209 W. Graham
Garfield, CO 81227

210. Mrs. Janelle Owens
620 Simpson Drive
Aspen, CO 81611

All for FIRM on face

BLUE

MIXED CITY
All for multi-coded City on face



YELLOW

DIRECT

All for 5-digit ZIP Code area or
Single ZIP-Coded city on face

RED

S C F
(Sectional Center Facility)
All for first 3- digits of ZIP Code on face

GREEN

All for STATE on face

ORANGE

Non standard package label
Mixed states, split states, foreign

DIS ROCHESTER NY 144

NY 130-149

KEY

Blue 9	Red 66	Orange 7	Orange 197	Yellow 118	Green 57	White 58
30	73	11	199	121	69	59
44	75	15	200	129	72	67
55	79	18	202	130	82	68
70	81	28	204	137	89	74
71	84	33	205	141	91	80
83	87	38	208	146	95	88
92	90	49	209	151	100	103
97	93	50	Yellow 12	154	126	108
106	96	62	21	162	127	109
116	99	63	27	164	135	112
128	101	77	29	167	143	119
131	107	85	31	170	145	120
140	110	104	32	174	152	123
150	115	113	34	179	155	133
158	117	124	39	183	161	139
172	122	125	48	188	165	149
Red 1	132	134	51	192	176	157
4	136	138	61	195	180	159
8	142	148	64	198	182	177
10	144	156	65	Green 2	White 3	181
13	147	160	76	5	14	184
20	153	166	78	17	16	187
26	163	169	86	22	19	190
35	168	171	94	24	23	193
40	175	173	98	37	25	196
41	178	186	102	43	36	201
47	185	189	105	45	42	203
52	210	191	111	54	46	206
60	Orange 6	194	114	56	53	207

ANSWER SHEET